



STAFF SERVICES MANAGER I (SUPERVISOR)
FISCAL SERVICES DIVISION
ACCOUNTING SECTION
FINAL FILING DATE: FEBRUARY 13, 2007 OR UNTIL FILLED
PERMANENT/FULL-TIME
\$4,912.00 - \$5,926.00

DEPARTMENT SUMMARY:

Are you interested in working for a department where you know the services you provide make a difference? The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps resolve claims filed against the State of California. The Restitution Recovery and Accounting Division ensures that restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State Consumer and Services Agency.

POSITION SUMMARY:

Under the general direction of the Staff Services Manager (SSM) III, the SSM I functions as manager of the Fiscal/Collections Section and Budget Officer. The incumbent plans, organizes, coordinates and supervises staff assigned to the Fiscal/Collections Section which includes a budget analyst, overpayment analyst and a restitution collections analyst.

Administer establish, and maintain the priorities of the development and the presentation of the VCGCB's allotment process, monitoring of expenditures, revenue recovery collection, and future funding forecasting. Develop strategies for an effective financial revenue recovery program; evaluate resources, establish program goals, objectives, action steps and time frames for meeting program goals; formulate policies and procedures and make recommendations for resolving critical budget and recovery issues.

Direct the development of the Board's long-range and annual budget planning process and assist in the presentation of the budget to the Department of Finance and legislative committees. Advise and assist executive management in preparing and presenting budget proposals; direct the analysis and make recommendations on budget change proposals and budgetary adjustments involving major program changes; interpret and ensure compliance with budget policies; analyze all proposed legislation which affects the Board; track expenditures and validate the cost effectiveness of ongoing operations.

Direct the development of the Board's baseline budget and annual financial plan for inclusion in the Governor's Budget in accordance with the various Budget Letters and Management Memos issued by the Department of Finance.

Oversee and provide advice to the restitution collection analyst who administers the Board's assessment and collection of restitution fines, orders and penalties from defendants in conformance with the Government Codes, Penal Codes, Welfare and Institution Codes, Health and Safety Codes, Motor Vehicles and Revenue and Taxation Codes.

Oversee and provide advice to the overpayment analyst in the collection of debts owed the Board.

Perform various tasks related to personnel management and development; provide leadership, guidance and direction to staff.

DESIRABLE QUALIFICATIONS:

- Strong Budget background
- Ability to effectively communicate with all levels of staff and external business clients
- Excellent communication and interpersonal skills
- Problem solving and decision-making skills

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

California Relay Service:

Voice line: 1-800-735-2922

Position Number: 040-500-4800-00x

TDD User: 1-800-735-2929

RPA# 07-126

Posted: 02/05/07

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

In a professional office environment with appropriate business attire • Use of phone, fax, copiers, and general office and communication equipment • Frequent use of a personal computer and related software applications at a workstation.

The VCGCB is located at 400 R Street in an updated building which includes new furniture, carpeting, paint, break/lunch rooms with lots of amenities (i.e., refrigerators, microwaves, toasters, coffee pots). We are conveniently close to restaurants, shopping, highway, bus routes, light rail, a four story parking garage right next door and parking meters located directly in front of the building.

WHO MAY APPLY:

Current State employees in the Staff Services Manager I classification or individuals' eligible for appointment to this classification by way of transfer, list appointment, or reinstatement. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified candidates will be selected to interview.

SUBMIT APPLICATION AND RESUME TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones
Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3808
robin.jones@vcgcb.ca.gov

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